



OFFICES OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Douglas M. Duncan
County Executive

Bruce Romer
Chief Administrative Officer

MEMORANDUM

August 15, 2006

TO: All County Employees

FROM: Debbie Resnick, Manager
Office of Community Outreach
Offices of the County Executive

SUBJECT: Notification regarding days of commemoration

In recognition of Montgomery County's religious, ethnic and cultural diversity and in respect for the diversity of its own workforce, on March 28, 2006, the County Council passed legislation (CB 1-06) to designate certain days of commemoration relating to the religious, ethnic and cultural heritage of county residents. This legislation, which became effective on July 1, 2006, has been incorporated into the Montgomery County Code under Chapter 33, Personnel and Human Resources, Section 33-4B.

Every three months, pursuant to this legislation, the Office of Community Outreach will notify all County employees of the dates of all days of commemoration that will occur in the next three months. A second notice to all County Employees will be sent in the seven-day period preceding a day of commemoration or, for a multiday celebration, the first day of commemoration. In addition, a brief explanation will be provided for each designated day of commemoration, the date on which the day is usually observed and relevant information on how programs and services to county residents may be affected. For County employees, an explanation of the rules governing leave and alternate work schedules for religious observance will be provided.

A copy of the legislation to designate certain days of commemoration, including the actual list of designated days of commemoration, is located at the following website: www.montgomerycountymd.gov/commemoration. A link to the rules governing leave and alternate work schedules for religious observance for County employees is also available on the above-referenced website.

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